



## PROVISIONAL CHAPTER FORMATION CHECKLIST

### ***What your proposed chapter must do:***

- \_\_\_\_\_ Complete Provisional Chapter Application (See Section 4, Application), including:
  - \_\_\_\_\_ List of officers, membership chairperson and outreach chairperson
  - \_\_\_\_\_ Contact information for chapter advisor, if a student chapter
  - \_\_\_\_\_ List of charter members, including WAI member numbers if available
- \_\_\_\_\_ Complete WAI Provisional Chapter Agreement (See Section 4, Agreement).
- \_\_\_\_\_ Enclose WAI membership applications and membership dues for new members.
- \_\_\_\_\_ Enclose \$100 for the chapter application fee.  
*Please note that this fee is nonrefundable, even if you choose not to become an official chapter.*

### ***List payments enclosed:***

- \$ \_\_\_\_\_ \$100 WAI provisional chapter application fee
- \$ \_\_\_\_\_ WAI membership dues
- \$ \_\_\_\_\_ Total (One check may be made payable to WAI)

### ***What WAI will do:***

- \_\_\_\_\_ Review documents.
- \_\_\_\_\_ Issue a provisional WAI chapter number.
- \_\_\_\_\_ Notify the chapter president of the provisional chapter number.
- \_\_\_\_\_ Add chapter information to WAI web site and announce chapter formation in *Aviation for Women Magazine* and to WAI board members and staff.

### ***Return required documents and payment to:***

Molly Martin, Outreach Director  
3647 State Route 503 South  
West Alexandria, OH 45381  
[mmartin@wai.org](mailto:mmartin@wai.org)



**Provisional Chapter Agreement**

This agreement is entered into between Women in Aviation International (“WAI”) and the proposed provisional chapter (“Chapter”).

Chapter agrees to obtain tax-exempt status from its state or other governmental authority, or as a participant in the WAI group ruling, or by participating in its educational institution’s tax exemption.

Chapter agrees to incorporate in its state, province or country.

Chapter agrees to establish chapter bylaws in accordance with guidelines provided by WAI.

Chapter agrees, if it is a U.S. chapter, to obtain a Federal Employer Identification Number.

Chapter agrees to maintain a minimum of 10 members for U.S Chapters or 6 members for International and Collegiate Chapters, and to ensure that all Chapter Members are current WAI members. Chapter Members are defined as persons who pay Chapter dues, vote, or are allowed to hold office in Chapter.

Chapter agrees to not engage in flying events or host flying events in the name of WAI or Chapter.

Chapter agrees to use all WAI trademarks in accordance with the WAI Trademark Usage Policy, as modified or amended from time to time.

Chapter agrees to maintain its Chapter web site, if established, in accordance with the WAI Web Site Policy, as modified or amended from time to time. This includes keeping the information on the site current and up-to-date.

Chapter agrees to support the mission, vision, goals and objectives of WAI.

Chapter and its members agree to assign any copyrights or other intellectual property related to Chapter activities to WAI.

WAI reserves the right to terminate Chapter’s provisional status at any time if Chapter does not adhere to above agreements. If Chapter status terminates, Chapter agrees that it will no longer hold itself out as being affiliated with WAI and that it will discontinue the use of WAI’s name and trademark.

This agreement shall not create a partnership, joint venture or agency relationship between WAI and the Chapter, and neither WAI nor the Chapter shall have the authority to enter into any agreement that would create a binding obligation on the other party.

By signing this agreement, the Chapter and WAI agree to adhere to all of the above terms. A signed copy will be returned to the Chapter president.

**PROVISIONAL CHAPTER**

Chapter Name\_\_\_\_\_

President’s Name\_\_\_\_\_

President’s Signature\_\_\_\_\_

Date\_\_\_\_\_

**WOMEN IN AVIATION INTERNATIONAL**

WAI Outreach Director, Molly Martin

WAI Outreach Director’s Signature\_\_\_\_\_

Date\_\_\_\_\_



## PROVISIONAL CHAPTER APPLICATION

CHAPTER NAME: Women in Aviation, \_\_\_\_\_ Chapter

CHAPTER MEETING LOCATION: \_\_\_\_\_

DAY OF MONTH: \_\_\_\_\_ TIME: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

CHAPTER ADVISOR (if a student chapter): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

### OFFICERS

**PRESIDENT:** \_\_\_\_\_ WAI#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**VICE PRESIDENT:** \_\_\_\_\_ WAI#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_



**SECRETARY:** \_\_\_\_\_ WAI#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**TREASURER:** \_\_\_\_\_ WAI#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**MEMBERSHIP CHAIR:** \_\_\_\_\_ WAI#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**OUTREACH CHAIR:** \_\_\_\_\_ WAI#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**DATE OF FIRST MEETING:** \_\_\_\_\_

**SIGNATURE OF PRESIDENT:** \_\_\_\_\_



**THE CHARTER MEMBERS (minimum of 10 in US/6 Int'l/6 Collegiate) OF OUR CHAPTER ARE:**

1. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

2. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

3. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

4. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

5. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

6. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

7. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

8. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

9. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

10. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

11. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_



12. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

13. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

14. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

15. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

16. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

17. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

18. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

19. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_

20. \_\_\_\_\_ WAI # \_\_\_\_\_  
(Name - please type or print)

Phone: \_\_\_\_\_